



Application Outreach Session





Today's Agenda

- **Overview of AmeriCorps**
- **Application Process**
- **AmeriCorps Budgets**
- **Technical Assistance**
- **Questions**





The Michigan Community Service Commission



The Michigan Community Service Commission utilizes service as a strategy to address the state's most pressing issues and empowers volunteers to strengthen communities.



The Michigan Community Service Commission



Administers These Programs:

- Michigan's AmeriCorps
- Mentor Michigan
- Volunteer Michigan
- Governor's Service Awards



Volunteer, Michigan.





Corporation for
**NATIONAL &
COMMUNITY
SERVICE** 

www.nationalservice.gov

CNCS is the Federal Agency that administers all National Service Programs

- AmeriCorps
- Senior Corps
- Special initiatives & Days of Service
 - Volunteer Generation Fund

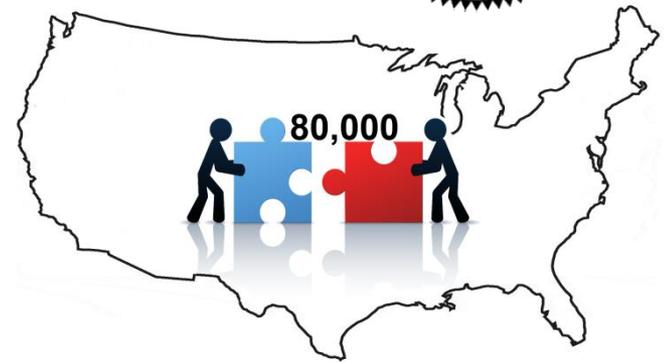




AmeriCorps at the National Level



- Administered by the Corporation for National and Community Service (CNCS)
- Established in 1993
- 75,000 AmeriCorps members serve each year nationwide
- Different AmeriCorps Programs
 - AmeriCorps State: MI AmeriCorps
 - AmeriCorps*VISTA
 - AmeriCorps National
 - AmeriCorps NCCC



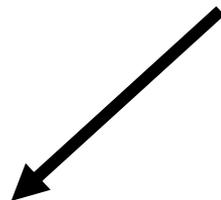


AmeriCorps Funding Source

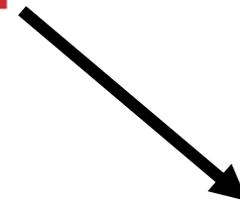
Federal Legislation



Corporation for
**NATIONAL &
COMMUNITY
SERVICE** 



**National Competition
(Competitive)**



**State Formula
Competition**



Michigan's AmeriCorps Snapshot

- **31 Michigan's AmeriCorps programs in 2016-17, with approximately 1000 members.**
- **Members typically range in age from 18 to 70+. The average age is in the mid-twenties.**
- **Michigan's AmeriCorps members serve at more than 300 service sites.**





2016-17

Michigan's AmeriCorps Grantees

- Academic Allstars – Detroit
- AmeriCorps Urban Safety Program
- American Red Cross of West Central MI
- Charlevoix Emmet ISD
- Cherry Street
- City Year Detroit
- Detroit Youth Energy Squad
- Economic Opportunity Coaching
- Evidence Based Literacy Instruction
- Faith in Youth Partnership
- Family Literacy Program
- Flint Urban Safety Corps
- Goodwill Industries of Greater Grand Rapids
- Huron Pines
- Marquette-Alger RESA
- MI Coalition Against Homelessness
- MI College Access Network
- Michigan Education Corps
- MI Financial Opportunity Corps
- MI Habitat for Humanity
- Muskegon Land Bank Authority
- Playworks
- Power of We
- Public Allies
- Reformed Christian Church of America (RCA)
- SEEDS
- StemCorps -Saginaw County
- Superior AmeriCorps
- Teach for America- Detroit
- Together We Prepare – Red Cross
- Vets 211

Eligible Applicants



- **Educational Institutions**
- **Government/State Entities**
- **Nonprofit Organizations with a 501(c)3 status**
- **Must have been in existence for at least 3 years.**



What is AmeriCorps?



- **A National Service Program (commonly referred to as the domestic Peace Corps)**
- **Programs focus on community needs in one of six areas: Education, Disaster Preparedness, Veterans and Military Families, Environmental Stewardship, Healthy Futures, or Economic Opportunity.**
- **Members serve in programs and provide direct service and help organizations build capacity to address community needs.**



What does an AmeriCorps Program Look Like?



- **Legal Applicant**
- **Hire a Program Director**
- **Sites are Chosen**
- **Members selected and placed at sites**



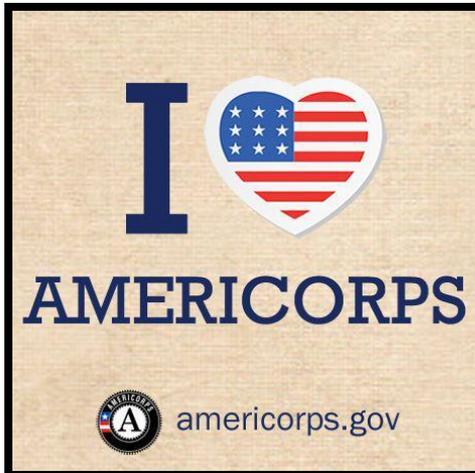
What do AmeriCorps Programs Do?



Member Development



- **Training**
- **Supervision**
- **Civic Engagement**





Service Activities

Direct Service: To meet a compelling community need by providing a direct benefit that is valued by the community.

Capacity Building: Including volunteer recruitment and management.

Service activities must not duplicate the routine functions of existing staff and/or supplant or displace paid employees.





Strengthening Communities

- Increasing the capacity of organizations and sustainability of programs
- Meeting critical community needs
- Generating volunteers
- Involving the community & building partnerships





AmeriCorps is Not . . .

- **A staffing program**
- **A one person team**
- **Cheap labor**
- **A way to fund your organization**
- **A bricks & mortar grant**





Prohibited Activities

Members are prohibited from performing certain activities when counting member hours or while representing the AmeriCorps Program.

Members may participate in prohibited activities on their own time, at their own expense, and at their own initiative.

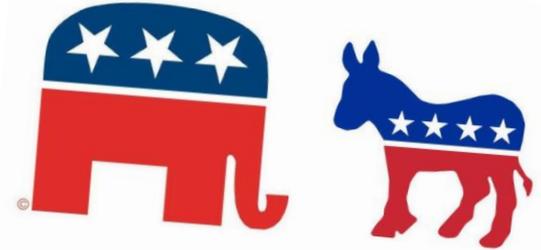
Members may not wear AmeriCorps service gear in such instances.





Prohibited Activities

- **Political**
- **Religious**
- **Benefiting for Profit Entities**
- **Voter Registration**
- **Abortion Services**
- **Other**
- **Some fundraising**





Program & Grant Size

- **Programs must request a minimum of 10 full-time members or equivalent (MSY).**
- **Target average federal cost per MSY \$13,830 or below.**
- **Grant size may be limited based on funding availability.**





2017-18 Funding Priorities

- **Disaster Services**
- **Economic Opportunity**
- **Education**
- **Environment**
- **Healthy Futures - Opioid Abuse**
- **Veterans and Military Families**
- **Governor & Mayor Initiatives**
- **Programming that Supports MBK**
- **Multi-Focus Intermediaries**
- **Safer Communities**
- **Evidence Based Int. Planning Grants**
- **Encore Programs**





Program Models

A program's design is determined by the applicant, and based on community need:



- **Single Site Model**
- **Multi-site Model**
 - **Local, Regional, Statewide**
- **Education Award Only Model**

Member Eligibility, Recruitment, & Selection



- **Members are recruited, selected, and trained by each program.**
- **Members must be at least 17, possess a high school diploma, GED (or agree to work toward it), or equivalent, and be a U.S. Citizen or legal resident alien.**
- **Members must meet any additional qualifications as determined by the program.**





Member Terms of Service

- **Members serve**
 - Full-time (1,700 hours within a 9-12 month period)
 - Half-time (900 hours)
 - Reduced Half-Time (675 hours)
 - Quarter-Time (450 hours)
 - Minimum-Time/Summer-Only (300 hours)
- **Members must complete a term of service within 12 months.**
- **Members can serve additional terms, up to the equivalent of 4 full terms of service and receive the equivalent of 2 full time education awards.**





Member Benefits

- **Living allowance**
 - Full-time \$12,630 (min) - \$24,930 (max)
 - Other member living stipends prorated
- **Health care (Full-time Only)**
- **Child care (Full-time Only)**
- **Loan Forbearance**
- **Training/Professional Dev.**





Education Award Levels

- **\$5,815 Full-time**
- **\$2,907.50 Part-time**
- **\$2,215.24 Reduced Half-time**
- **\$1,538.36 Quarter-time**
- **\$1,230.69 Minimum-time / Summer Only**



Other Requirements & Responsibilities



Programs Provide:

- 1 FTE Program Director
- Criminal history checks
- Host Site agreements
- Member agreement
- Grievance procedure
- Evaluation/ outcome measurement
- AmeriCorps identification (site & member)

Programs Also:

- Supervise sites
- Report on program & financial activities
- Attend monthly director meetings
- Participate in statewide events



Budget Overview



- **Budget narrative format in Appendix**
 - An Excel template is available at www.michigan.gov/mcsc
- **All program expenses must be recorded in budget narrative**





Section I. Program Operating Costs
A. Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
Director:: - 1 person(s) at 52185 each x 33.02 % usage	0	17,231	17,231
Program Coordinator:: - 1 person(s) at 32496 each x 25.01 % usage	0	8,127	8,127
Secretary:: - 1 person(s) at 34496 each x 31.56 % usage	0	10,887	10,887
Finance:: - 1 person(s) at 57028 each x 4.77 % usage	0	2,720	2,720
Member Supervisors at 10-13 sites:: - 10 person(s) at 30000 each x 3.78 % usage	0	11,340	11,340
Mentor Tutor- Literacy/Trainer:: - 1 person(s) at 74003 each x 5.56 % usage	0	4,115	4,115
CATEGORY Totals	0	54,420	54,420



B. Personnel Fringe Benefits

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
FICA: 7.65% of all Wages	0	4,163	4,163
Workers Compensation: .0011 of Director Wage, .0011 of Program Coordinator Wages, .0012 of Secretary Wage, .0011 of Finance Wage, .0011 of Supervisors Wage, .0011 of Mentor Wage	0	61	61
Life Insurance: .0021 Director Wage, .0021 Program Coordinator Wage, .001 Secretary Wage, .0021 Finance Wage, .0021 Supervisors Wage, .0021 Mentor Wage	0	10	10
Unemployment: Currently not charged	0	0	0
Terminal Leave: Director, Program Coordinator, Mentor, Secretary & Finance 1% of wage	0	431	431
Pension: MPSERS: MI Public School Employees Retirement Fund (MPSERS) @ 36.7% of wage for Director, Prog.Coord., Trainer, Sec'y & Finance. Supervisors is 11,340* .2935=\$3,328	0	19,139	19,139
Health, Vision, Dental & LTD: Director @ 28.23% of Wage Prog. Coord. @ 55.62% of Wage Secretary@ 19.33% of Wage Finance @ 27.15% of Wage Supervisors@ .18% of Wage Mentor@ 24.58% of Wage	0	13,260	13,260
CATEGORY Totals	0	37,064	37,064



C. Travel

Staff Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Travel to CNCS-Sponsored Meetings: CNCS-Sponsored Mtgs:Conf 4 nights,Hotel@ \$150+tx x 4 nights=\$600; airfare \$450, food \$29.25 (bfast@\$8.25 + dinner @\$21) x 5 days=\$146; cab fare @ \$100 RT, mileage to airport RT @ 347 miles x .54=\$188; conf reg fee @ \$516	2,000	0	2,000
Lodging/Meals: 5 Trips (Lodging \$65; Meals \$7 Breakfast + \$17 Dinner= Daily \$24) = \$89 Daily * 5 Trips = \$445 [(\$65+\$24)*5=\$445]	0	445	445
Local Travel to Sites: Director & Program Coordinator local travel to sites 12 months X 54mi X \$0.54mile/	0	345	345
Travel to MCSC-Sponsored Meetings: 5 trips X 852 miles X \$0.54/mi = \$2,300. Car rentals, gas, bridge	2,300	0	2,300
CATEGORY Totals	4,300	790	5,090



Member Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Member Travel to Trainings: Mbr trav to mnthly mtgs: 13avg mbrs * 27avg miles * \$0.54max/mi X 19mtgs. Dist mbrs > 50miles. Hotel 2mbrs @ \$65 night* 6 nights=\$780. Ovrnight only-Brkfst \$7*10=\$70, Dinn \$17 *14=\$238, hotel cost less than daily mileage. Mileage for reg svc proj	0	4,639	4,639
Member Lunches: Member Lunches for All day working lunches @ 12 trainings X 13 mbrs X \$8 meal	0	1,248	1,248
LeaderCorps Travel to Required State Meetings: 852* \$.54/mi*3 Trips=\$1380 Bridge \$8*3 trips = \$24 Meals \$24(\$7 Breakfast / \$17 Dinner*3 Trips*13 mbrs = \$936(2 Statewide Meetings and one Mbr Celebration required) Emerg Lodge \$65*3=\$195 due to over 400miles in inclement weather 1380+24+936+195	0	2,535	2,535
CATEGORY Totals	0	8,422	8,422



E. Supplies

Item -Calculation	CNCS Share	Grantee Share	Total Amount
Member Uniforms: 13 @ \$42 per member(max \$70 per member) for AmeriCorps Logo Gear: T-shirts-\$10, Long Sleeved Top-\$30, Lapel Pin-\$2	444	102	546
CATEGORY Totals	444	102	546



Member Training

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
A-Z Reading Training Materials: A-Z reading training materials: \$17 per member *13 members.- Daily Rate of 0	0	221	221
Member Development and Literacy Materials: Materials: DIBELS Admin. Manual and progress monitoring materials, explicit phonics and phonics for reading. Orton-Gillingham program Training Manual and instructional materials \$75 * 13 members- Daily Rate of 0	0	975	975
MCSC statewide event registration fees (Signature Service Project & Member Celebration): 13 members *\$75 = \$975- Daily Rate of 0	0	975	975
CATEGORY Totals	0	2,171	2,171



I. Other Program Operating Costs

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Background Checks: Background Checks- 13 mbrs* \$80 FBI fingerprint scans for members & staff (Staff criminal history checks done prior year no amount required to be budgeted this grant year).	0	1,040	1,040
Recruitment: Advertising Job Fair Fee	0	75	75
CATEGORY Totals	0	1,115	1,115
SECTION Totals	5,444	104,159	109,603



Section II. Member Costs

A. Living Allowance

Item -# Mbrs w/ Allow -Allowance Rate -# Mbrs w/o Allow	CNCS Share	Grantee Share	Total Amount
Full Time (1700 hrs): 11 Member(s) at a rate of 12530 each Members W/O allowance 0	103,372	34,458	137,830
1-Year Half Time (900 hours): 2 Member(s) at a rate of 6633 each Members W/O allowance 0	9,950	3,316	13,266
Reduced Half Time (675 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Quarter Time (450 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Minimum Time (300 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0



B. Member Support Costs

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
FICA for Members: $\$151,096 * 7.65\%$	8,669	2,890	11,559
Worker's Compensation: $\$151,096 * .0010\%$	113	38	151
Health Care: 8 FT Members * $\$175$ each * 12 months = $\$2,100$	16,300	500	16,800
CATEGORY Totals	25,082	3,428	28,510
SECTION Totals	138,404	41,202	179,606



Section III. Administrative/Indirect Costs

A. Corporation Fixed Percentage

Item -Calculation	CNCS Share	Grantee Share	Total Amount
Corporation Fixed Amount:	0	0	0
Commission Fixed Amount: MCSC Retained Admin Costs(total of Section 1 and Section II) $(143,848 * .0526 * .20)$	1,513	0	1,513

Match Requirements



- **Michigan's AmeriCorps programs work toward sustainability by increasing cash and in-kind match over time.**
- **First three years of funding:**
 - 76% CNCS
 - 24% Grantee Match
- **Fourth year and beyond**
 - Match increases incrementally until 50/50 by year 10.





2017-2018 Application Process

Submission Instructions

- **Intent to Apply due September 28, 2016**
- **Concept paper (via email) October 7, 2016 to MCSC**
 - Title Page
 - Program Narrative
 - Budget Narrative
 - Latest Financial Audit
 - Financial management survey





2017-2018 Application Timeline

- **Peer Review - Oct. 24**
- **Interviews, if applicable – Oct.31 – Nov 2**
- **Technical Assistance Session – November 10**
- **Comprehensive Grant Application due December 14**
- **Funding decisions announced May/June, 2017**



Tips for Writing a Successful Proposal

- **Fully read the application package.**
- **Follow the application guidelines for spacing & font size.**
- **Answer the questions according to the guidelines.**
- **Address all criteria with detail.**
- **Do not include attachments.**
- **Answer the questions according to the weight assigned.**
- **Do not copy & paste existing applications.**
- **Submit your application according to the requirements/ checklist.**



For More Information...

AmeriCorps Website:

www.americorps.gov

MCSC Website:

www.michigan.gov/mcsc



Questions

